
Auburn University Job Description

Job Title:	Dir, Student Conduct	Job Family:	No Family
Job Code:	AE33	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Directs and oversees the student conduct process and maintains related documentation.

Essential Functions

1. Directs and oversees the student conduct process and maintains related documentation.
2. Recruits, trains, and manages the student disciplinary board.
3. Conducts assessments, collects, and utilizes data to enhance processes, report student behavioral trends, and to implement necessary programmatic and policy changes.
4. Represents the Division of Student Affairs and the office of Student Conduct on various committees and organizations including the university's Threat Assessment Team and the Team of Directors.
5. Collaborates with other entities on campus to create, implement, and track educational sanctions.
6. Develops and maintains working relationships and communications with the Auburn City Police Department, Office of Public Safety, and the Office of Risk Management, as well as chairs the division's Critical Incident Response Team.
7. Publicizes, promotes, and markets the Student Code of Discipline and manages on-site game-day alcohol violations.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Higher Education Administration, Counseling, or related field.
Experience (yrs.)	3	Experience in higher education administration, student advising, student programming, and/or student life

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of student conduct principles and practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/12/2010
